Office of Information Technology  
Classroom and Lab Support

**LEO 204** (See picture below)

Capacity: 24

Equipment: Smart podium, projector, screen, and sound system

The Smart podium consists of a PC with Windows operating system, a DVD/VCR player, and connections for a laptop computer. All items are connected to the projector and sound system through a switch box located on the top of the podium.

Computer:
- Manufacturer: HP
- Model: PC 5800
- Processor: Intel Core 2 Duo 2.53 GHz
- Memory (RAM): 2 GB
- DVD R/W
- Operating System: Windows XP

Software:
- Windows OS: XP SP3
- Adobe Acrobat Reader 9
- Mozilla Firefox
- Internet Explorer 7
- Microsoft Office 2007 (Excluding Outlook)
- Microsoft Visio 2007
- Microsoft Project 2007
- VLC media player
- Windows Media Player 11
- QuickTime Player
- Real Player
- Flash Player
- Shockwave Player

If you need assistance, contact the Service Desk at x 4130, located next to the Mailroom in Central Services.
**Desktop Computer and Projector**

1) Turn on the projector. Light will blink while starting up.
   Note: If you turn off the projector while it was running, it will take a minute to turn on again.

2) Turn on the computer.

3) Press PC Button to view on projector.

**DVD/VHS with Projector On**

1) Press VCR/DVD Button to view video on the projector screen.

2) Turn on VCR/DVD player.

3) Depending on the video player select to play the VCR or DVD.
   Note: Certain DVD copies may not play in the player, if so, try to play the DVD in the computer. Then press PC Button to view on projector.

**Laptop with Projector**

1) Hook up Laptop with wiring on top of podium.

2) Press Laptop Button to view on projector.

**ADDITIONAL PANEL CONTROLS**

*AV Mute* button will darken the projector image and silence the audio while you work on your computer. The button lights red when turned on.

*Freeze* button will freeze the projector image. The button lights red when turned on.

*Audio Mute* button will silence the audio. The button lights red when turned on.

*Volume* knob must be turned slowly. Volume level is visualized with green lights. A red light means it is too high. Make sure the audio is not muted when turning up the volume.

*Black Screen* button will darken the projector image while you work on your computer. The button lights red when turned on.

Please turn the Projector off, shut down the Computer, and turn off the VCR/DVD when you are finished.

*Thank You*

For assistance, please call the Unified Service Desk at Extension 4130